



# ***TIGARD PUBLIC LIBRARY***

13500 SW Hall Blvd.  
Tigard, OR 97223  
(503) 684-6537

New Volunteer Orientations Scheduled!  
Friday, 10/26, 4pm to 5pm  
Thursday, 11/1, 5:30pm to 6:30pm  
Tuesday, 11/20, 4pm to 5pm  
Call Trish to sign up.....503-718-2516

## Volunteer Positions Available As of 10/17/2007

Priority needs are in RED

### **CIRCULATION**

☐ **CHECKIN.** Scan and sort books and A/V materials returning to the library. Shift openings available (note new hours till 9pm, Monday thru Friday!):

~Fridays 11-1pm, 1-3pm, 3-5pm (A/V), 5-7pm, 6-8pm or 7-9pm

~Saturdays 11-1pm, 1-3pm, 3-5pm

~Sundays 11-1pm, 1-3pm

~Mondays 1-3pm, 3-5pm, 6-8pm or 7-9pm

~Tuesdays 9-11am, 11-1pm, 3-5pm, 6-8pm or 7-9pm (A/V)

~Wednesdays 11-1pm, 1-3pm, 5-7pm, 7-9pm

~Thursdays 3-5pm, 6-8pm or 7-9pm

Must be 16 years of age or older. Basic computer skills required. Accuracy is most important! Training provided. Lifting, pushing, pulling, and bending are required.

☐ **SHELVING.** We could use your help to keep up with all the items coming back into the library! Books and videos need to be shelved to be rediscovered by the next patron. Flexible scheduling after training. 1, 2 or 3 hour shifts.

☐ **LOST AND MISSING MATERIAL SEARCHING**.....are you the detective type? We need diligent, not easily frustrated people, to comb the shelves, look behind things, search high and low for lost books and videos. Are you good at finding things? Flexible hours and training provided. 4 hours per month is requested.

☐ **REQUESTS TO FILL.** Find the books that patrons at other libraries want to borrow from the Tigard Library. Search the stacks to find items, process them and send them on their way to happy patrons throughout Washington County.

Weekdays, 10-12pm and Saturdays and Sundays 11-1pm or 1-3pm. Flexible afternoon hours are also available. Some computer skills required.

☐ **ENTRY POINT GREETER.** We provide the training, you provide the smile. Help people find their way around the library. Entry Point volunteers answer incoming phone calls, greet patrons, and support the Circulation staff in making new library cards among other duties. Minimum age is 16 and super-friendly personalities are required! 2 hour shifts available as follows:

~Mondays, 12-2pm, 2-4pm, 4pm-6pm, 6pm-8pm

~Tuesdays, 4-6pm, 6pm-8pm    ~Wednesdays, 5-7pm, 7-9pm

~Thursdays, 6-8pm                      ~Fridays, 12pm to 2pm, 3pm-5pm, 5pm to 7pm

~Saturdays, 10-12pm              ~Sundays, 3pm-5pm

☐ **UNCLAIMED HOLDS PROCESSING.** That's a fancy name for clearing off the shelves of expired reserved items. Neatness counts! This work needs to be done before we open. Daily suggested hours are 9am to 10am Monday, Tuesday, Wednesday or Saturday and 12pm on Thursdays and Sundays.

☐ **TASKET PROCESSING AND HOLDS SHELVING.** Sorting, checkin, and shelving of the books on reserve for Tigard patrons. Bending and lifting required. Mondays or Wednesdays 11-1pm, 1-3pm, 3-5pm      **Sundays, 11-1pm, 1-3pm**  
Must be 16 years old or older. Training provided.

## **READERS SERVICES**

☐ **TECH ROOM HOST.** Greet and assist computer users. Answer simple questions, share your knowledge of the Internet and computers. Patient volunteers, 16-years-old and older are invited to help make these library resources available to patrons. Weekend substitutes are sought. 2-3 hours per week are requested. Training is provided by Reference Desk staff.

☐ **ENGLISH CHATTER GROUP FACILITATOR.** Welcome non-native English speakers to an informal conversation group on the 2<sup>nd</sup> and 4<sup>th</sup> Saturdays, 1pm to 2pm. Open the room to get started and help keep the conversation flowing. Staff support and resources available. Native English speakers are encouraged to come visit the sessions!

**Call (503-718-2516), email ( [trish@tigard-or.gov](mailto:trish@tigard-or.gov) ), or stop by and see Trish for more information. Thanks for all the volunteer work you do!**